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ABSTRACT OF THE DISCLOSURE

An image forming apparatus of the present invention has a scanner unit for obtaining text data by scanning a document, an external storage device for, if the text data obtained by the scanner unit are confidential, saving the confidential text data on an attachable/detachable medium, an internal storage device for temporarily saving the confidential text data, a device for deleting the confidential text data after a first predetermined time has elapsed since a point of time when the confidential text data were temporarily saved on the internal storage device, and a control unit for controlling the whole of the image forming apparatus. The internal storage device can be utilized as a device for temporarily saving the confidential document. The system further includes a password registration module for registering user names and passwords. The confidential text data temporarily saved on the internal storage device are transferred to the external storage device on condition that the password inputted by the user is coincident with the password registered in the password registration module. Contents stored on the internal storage device are erased after transferring the confidential text data, and contents stored on the medium are erased if the medium is not pulled out with a predetermined time, thereby further enhancing the security.